



SW AP317: Approving Employee Expenses

Web Based Training



Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you the approvals process in the Expenses module of Accounts Payable.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.





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INTRO101: Cardinal Overview

WBT HELP

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INTRO101: Cardinal Overview

CARDINAL™

Web Based Training


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Course Objectives

After completing this course, you will be able to:

- Approve expense items
- Deny expense items
- Send Back expense items
- Hold expense items
- Reassign expense approval items

Assessment questions will check your understanding.



Introduction

This course will focus on Expense Approvals. Cardinal uses **Workflow** to route online **Travel Authorizations, Expense Reports** and **Cash Advances** to the appropriate approvers' **Worklists**.

Workflow Approvals

	Vouchers	
	Travel Authorizations	
	Expense Reports	
	Cash Advances	

Functional Area

Accounts Payable

Accounts Receivable

General Ledger

Non-Workflow Approvals

Funds Receipt Deposits

Budget Journals

Journals



Expenses Approval Overview

Every expense transaction entered online in Cardinal must have at least one online approval. Additional approvals may be required, if certain conditions are met.

Workflow routes online expense transactions, including expense reports, travel authorizations and cash advances to your worklist for approval.

You can either approve these items from your worklist or navigate directly to the **Travel and Expense Approve Transactions** page. Cardinal does not send an email when items route to you for approval.

Interfaced expense reports receive agency level approval(s) prior to being uploaded into Cardinal. Interfaced expense reports only require online approval(s) in Cardinal if they are modified or corrected online in Cardinal or if they require DOA approval (e.g., capital outlay projects, legal services, etc.).

The originator (proxy) can check the status of expense reports, cash advances and travel authorizations online.



Employee Expenses Approval Levels

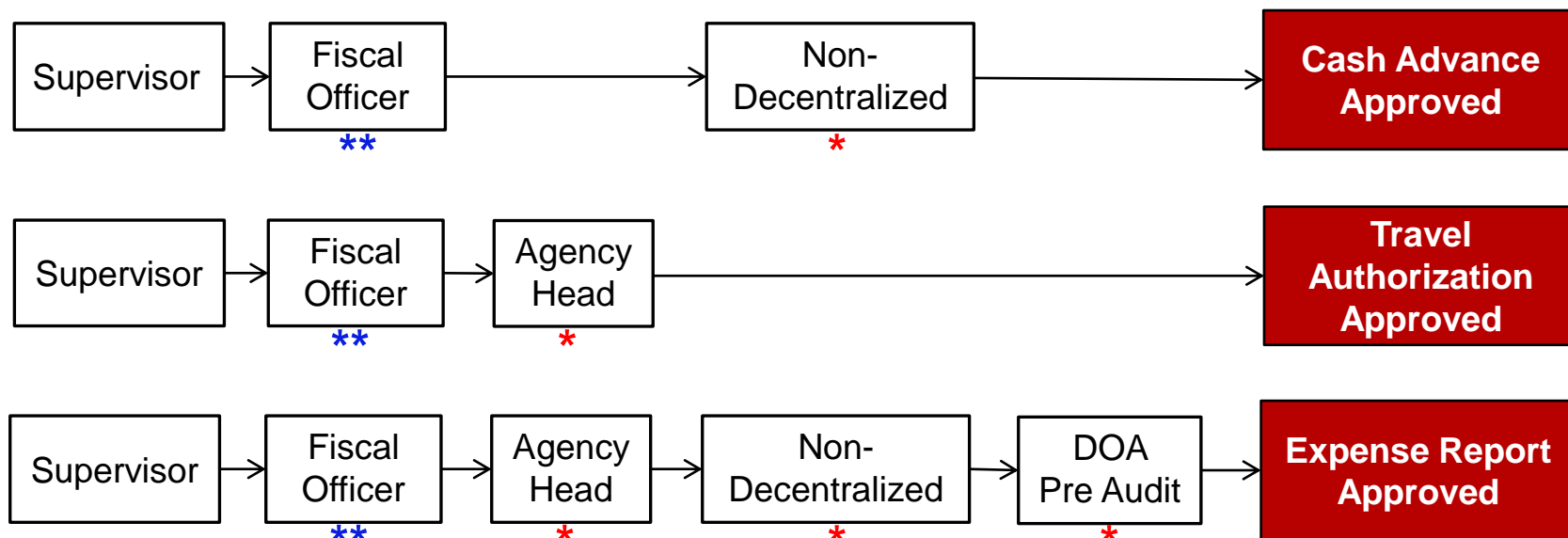
Employee expenses require different levels of approval based on the type of transaction and agency workflow. There are three different types of expense approvals in Cardinal:

- Required – Indicates the approval level is required for all transactions
- Conditional – Indicates the approval level is required only when specific conditions are met on the transaction
- Optional – Indicates the approval level is optional, based on agency preference and workflow setup



Expense Approval Process Flows – Online Agencies

This slide shows the workflow for Cash Advances, Travel Authorizations and Expense Reports for online agencies.

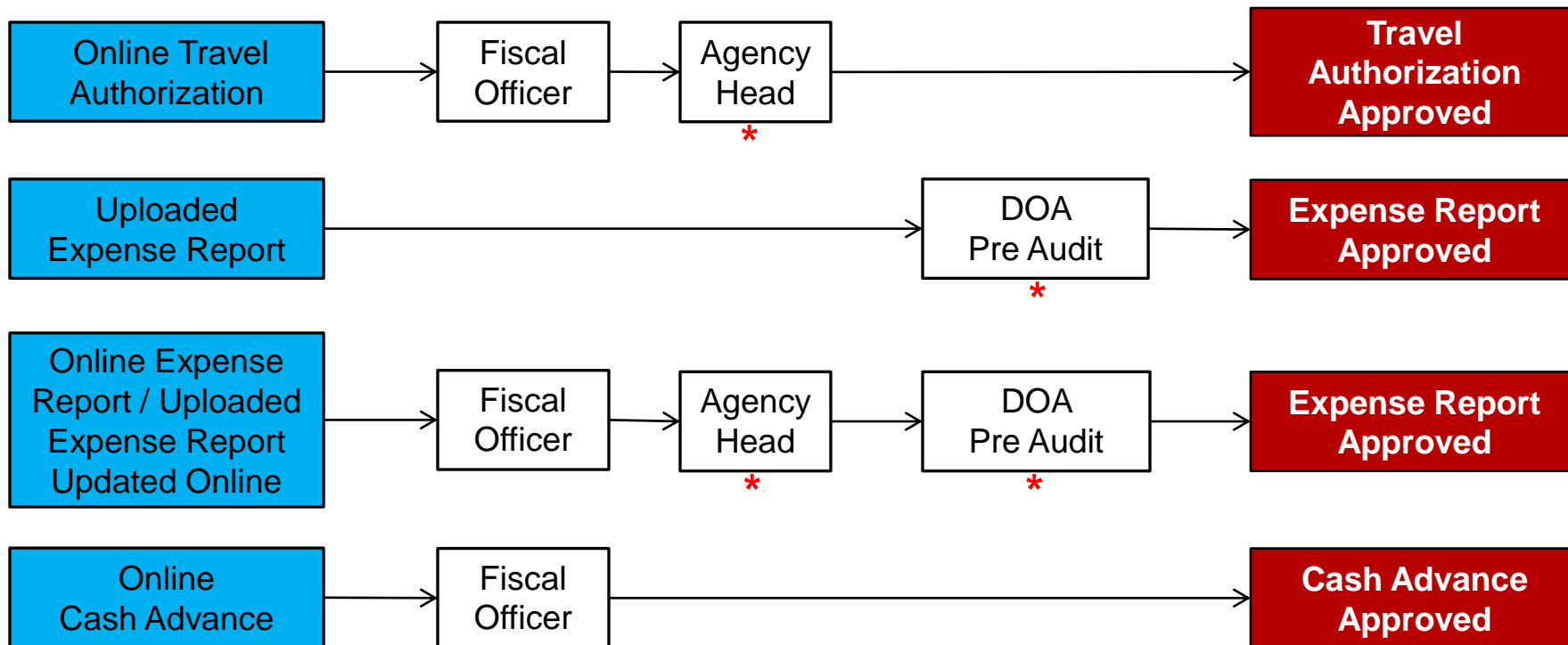


Legend: ** Indicates optional approval level
* Indicates conditional approval level



Expense Approval Process Flows - Interfacing Agencies

This slide shows the workflow for interfacing agencies. Travel authorizations and cash advances can only be entered online. Expense reports can be uploaded into Cardinal. If an expense report is uploaded and then updated online, Fiscal Officer approval is required.



Legend: * Indicates conditional approval level



Travel Authorization Approvals – Online Agencies

Approval levels for **Travel Authorizations** for online agencies include:

Required Approval:

- Supervisor

Optional Approval:

- Fiscal Officer – This approval is optional based on agency. For Agencies that have chosen this approval level, all travel authorizations will route to the Fiscal Officer for approval.

Conditional Approval:

- Agency Head – If the authorization exceeds \$500 or contains an expense over the allowable amount it will route to the Agency Head, identified by the agency, for approval.

Travel Authorization Approval Routing Order

Supervisor	Required
Fiscal Officer	Optional
Agency Head	Conditional



Expense Report Approvals – Online Agencies

Approval levels for **Expense Reports** for online agencies include:

Required Approval:

- Supervisor

Optional Approval:

- Fiscal Officer – This approval is optional based on agency. For agencies that require this approval level, it applies to all expense reports for the agency.

Conditional Approvals:

- Agency Head – If the expense report exceeds \$500 or contains an expense over the allowable amount it will route to the Agency Head, identified by the agency, for approval.
- Non-Decentralized – If the agency requires DOA Approval for all expense report transactions.
- DOA Pre-Audit - This approval is required if the **Program Code** begins with **998** and the Summary Project is not exempt (Capital Outlay Project has not received their environmental impact study).

Expense Report Approval Routing Order	
Supervisor	Required
Fiscal Officer	Optional
Agency Head	Conditional
Non-Decentralized (i.e., DOA handles the agency's approvals)	Conditional
DOA Pre-Audit	Conditional



Cash Advance Approvals – Online Agencies

Approval levels for **Cash Advances** for online agencies include:

Required Approval:

- Supervisor

Optional Approval:

- Fiscal Officer – This approval is optional based on agency. For agencies that choose this approval level, it applies to all cash advances for the agency.

Conditional Approval:

- Non-Decentralized - If the agency requires DOA Approval for all cash advance transactions.

Cash Advance Approval Routing Order	
Supervisor	Required
Fiscal Officer	Optional
Non-Decentralized (i.e., DOA handles the agency's approvals)	Conditional



Expense Approvals – Interfacing Agencies

Approval levels for expense transactions uploaded or entered online by interfacing agencies include:

Required Approval:

- Fiscal Officer – This level of approval is required for interfacing agencies when a transaction is entered or updated online.

Conditional Approvals:

- Agency Head – If the expense exceeds \$500 or contains an expense over the allowable amount it will route to the Agency Head, identified by the agency, for approval.
- DOA Pre-Audit - This approval is required if the **Program Code** begins with **998** and the Summary Project is not exempt (Capital Outlay Project has not received their environmental impact study).

Online Travel Authorization

Fiscal Officer	Required
Agency Head	Conditional

Uploaded Expense Report

DOA Pre-Audit	Conditional
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Online Expense Report / Uploaded Expense Report Updated Online

Fiscal Officer	Required
Agency Head	Conditional
DOA Pre-Audit	Conditional

Online Cash Advance

Fiscal Officer	Required
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Expenses Notifications

Once the expense transaction is submitted for approval, the originator (proxy) cannot modify it. If it needs to be modified, an approver must first send back the transaction. The originator can then modify the transaction and resubmit it. It then routes to the first approver on the approval path.

Cardinal notifies the originator (proxy) of expense items that are denied or sent back. Cardinal sends an email to the originator if the expense is denied. Cardinal sends both an email and a worklist notification if the expense transaction is sent back for revision. The originator can check the approval status of the expense transactions online.

No notifications are sent for transactions that are approved.



Approval Steps

You can access the approvals pages for employee expense reports, cash advances, and travel authorizations either from the worklist link or by navigating directly to the **Approve Transactions** page.

To approve using the worklist, click the worklist link located at the top of the **Home** page.



Approval Steps (continued)

You can access the **Approve Transactions** page for an employee expense report, travel authorization or cash advance through the worklist.

Click the link on the worklist for the expense transaction that you need to approve.

- **ERApproval** for Expense Reports
- **TAApproval** for Travel Authorizations
- **CAApproval** for Cash Advance

Review all details based on relevant policies before approving the transaction.

From	Date From	Work Item	Worked By Activity	Priority	Link		
Summer Sun	06/21/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82894, 15100, 1901-01-01 N.O. SHEET ID:00000007339 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/21/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82904, 15100, 1901-01-01 N.O. SHEET ID:00000007340 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/22/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82914, 15100, 1901-01-01 N.O. SHEET ID:00000007342 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/22/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82924, 15100, 1901-01-01 N.O. SHEET ID:00000007343 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82944, 15100, 1901-01-01 N.O. SHEET ID:00000007345 RDCRA0.A	Mark Worked	Reassign
Mickey Mouse	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82954, 15100, 1901-01-01 N.O. SHEET ID:00000007346 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval 82964, 15100, 1901-01-01 N.O. SHEET ID:00000007341 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/29/2012	Approval Routing	Approval Workflow	2-Medium	CAApproval 301, 15100, 1901-01-01 N.O. ADVANCE ID:00000000026 RDCRA0.A	Mark Worked	Reassign
Summer Sun	06/29/2012	Approval Routing	Approval Workflow	2-Medium	TAApproval 7983, 15100, 1901-01-01 N.O. TRAVEL AUTH ID:0000000776 RDCRA0.A	Mark Worked	Reassign

Click the image to enlarge



Expense Report Approval Steps

The approval steps for the Travel Authorization, Expense Report and Cash Advance are similar. For this example, the Expense Report is selected.

The **Approve Expense Report, Expense Report Summary** page displays. This is the page that is used to review the details of the expense. Review the transaction details, based on relevant policies.

Approve Expense Report
Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: 0000007339 [Expense Report Attachments](#)

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Field Work	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			

Accounting Date: 06/21/2012
Accounting Template: STANDARD

Created On: 06/21/2012 By: V_EMPLID11
Last Updated: 06/21/2012 By: V_EMPLID11

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging	06/14/2012				448.00	USD	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses:	448.00 USD	Due Employee:	448.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Pending Actions

Profile	Name	Action	Date/Time
Expense Reviewer	CLAYBORNE,KEVITA		
Supervisor	HAMM,RENAI		
Fiscal Officer	PAGE,DOUGLAS		
Expense Coordinator	SPROUSE,ERIN		

Action History

Profile	Name	Action	Date/Time
	SUN,SUMMER	Submitted	06/21/2012 2:57:03PM

Comments

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**

[Budget Options](#)

Click the image to enlarge



Expense Report Summary Page – Top Section

The top portion of the **Approve Expense Report** page includes **General Information**. Some examples of information in this section include:

- **Employee Name** – employee who incurred the expense
- **Expense Report Attachments** link – additional documentation attached to the report
- **Report ID** – ID number automatically assigned to the report
- **Report Description** – brief description of the travel and/or expense
- **Business Purpose** – reason for the expense
- **Comment** – displays applicable comments
- **Accounting Defaults** link – displays the accounting distribution defaults for the employee.

The screenshot shows the 'Approve Expense Report' page. The 'Expense Report Summary' section is highlighted with a red box. Below it, a larger view of the 'General Information' section is shown, also with a red box highlighting the 'Business Purpose' field. The 'Expense Report Attachments' link is highlighted with a red box. The 'Report ID' is 000007428. The 'Expense Line Items' table shows a single item: 'Registration Fee' for 20.00 USD, with an 'Approve' checkbox checked.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Registration Fee	08/06/2012				20.00	USD	<input checked="" type="checkbox"/>

Click the image to enlarge



Expense Report Summary Page – Top Section (continued)

- **Created On** and **By** – date created and name of person who created it
- **Last Updated** and **By** – date last updated or approved and name of person who updated or approved it
- **Travel Auth ID** link – this link displays only when the expense report was copied from a travel authorization. Select this link to view the original travel authorization from which the expense report was copied.
- **Apply Cash Advances** link (if applicable)
- **More Options** – select and display any Exception Comments if applicable

Favorites | Main Menu > Worklist > Worklist

[Approve Expense Report](#)

Expense Report Summary

MICKEY MOUSE [User Defaults](#) Report ID: [Expense Report Attachments](#) 0000007353

▼ General Information				
Report Description:	Oracle Training	Reference:	Employee Base:	Home
Business Purpose:	Training	Comment:		
Report Status:	Approvals in Process			
Default Location:				
Accounting Date:	07/05/2012	Created On:	07/05/2012	By: V_EMPLID14
Accounting Template:	STANDARD	Last Updated:	07/11/2012	By: V_EMPLID7
		Travel Auth ID:	0000000800	

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Click the image to enlarge



Expense Line Items

The next section of the **Approve Expense Report** page contains the **Expense Line items** which include the **Expense Type** (e.g., lodging, fees, meals, etc.), **Date** and **Reimbursement Amount**.

The link for each **Expense Type** displays additional details related to the expense.

Favorites Main Menu > Worklist > Worklist

Approve Expense Report

Expense Report Summary

JOHN DOE [User Defaults](#) Report ID: 0000031984 [Expense Report Attachments](#)

General Information

Report Description:	Business Writing	Reference:	Employee Base:	Office
Business Purpose:	Training	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Virginia Beach			
Accounting Date:	03/06/2014	Created On:	03/06/2014	By: VPH82737
Accounting Template:	STANDARD	Last Updated:	03/06/2014	By: VPH82737

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging Fees and Taxes	02/27/2014				22.16	USD	<input checked="" type="checkbox"/>
Lodging	02/27/2014				80.00	USD	<input checked="" type="checkbox"/>
Personal Mileage Cost Justified	02/27/2014				67.20	USD	<input checked="" type="checkbox"/>



Expense Line Items – Distribution Detail

As an approver, review the charge distribution for each expense item:

- Click the Expense Item you want to view. For this example, **Lodging**.

Navigation: Favorites | Main Menu > Worklist > Worklist

Approve Expense Report

Expense Report Summary

JOHN DOE [User Defaults](#) Report ID: 0000031984 [Expense Report Attachments](#)

General Information

Report Description:	Business Writing	Reference:	Employee Base:	Office
Business Purpose:	Training	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Virginia Beach			
Accounting Date:	03/06/2014	Created On:	03/06/2014	By: VPH82737
Accounting Template:	STANDARD	Last Updated:	03/06/2014	By: VPH82737

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging Fees and Taxes	02/27/2014				22.16	USD	<input checked="" type="checkbox"/>
Lodging	02/27/2014				80.00	USD	<input checked="" type="checkbox"/>
Personal Mileage Cost Justified	02/27/2014				67.20	USD	<input checked="" type="checkbox"/>



Expense Line Items – Distribution Detail (continued)

The **Expense Detail** for the selected **Expense Type** displays. If the distribution is correct, click the **Return to Expense Report** link to return to the Expense Report.

If changes are required to the distribution, click the **Update Accounting Detail** link.

Favorites Main Menu > Worklist > Worklist

[Approve Expense Report](#)

Expense Detail for Lodging (Line 3)

JOHN DOE Report ID: 0000031984

About This Expense

Expense Date: 02/27/2014
Payment Type: Check ☐ No Receipt
Billing Type: Billable ☐ Non-Reimbursable
Number of Nights: 1
Location: Virginia Beach
Description: Omni
Amount Spent: 80.00 USD
Exchange Rate: 1.00000000 ☒ Default Rate
Reimbursement Amt: 80.00 USD

Accounting Detail Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	FIPS
80.00	15100	80.00	USD	1.00000000		5012850	01000	799001	91100	

[Update Accounting Detail](#)

[Previous Expense](#) [Next Expense](#)

[Return to Expense Report](#)



Expense Line Items – Updating Distribution Detail

- After clicking the **Update Accounting** Detail link, the **Accounting Detail** page displays.
- Make any necessary adjustments to the distribution.
- Click the **OK** button to return to the **Expense Detail** page.

Favorites | Main Menu > Worklist > Worklist

[Approve Expense Report](#)

Accounting Detail

JOHN DOE Report ID: 0000031984

This is the accounting detail for expense type Lodging with a transaction date of 2014-02-27 in the amount of 80 USD.

Estimated Tax:
Total Distribution:

Accounting Detail Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
80.00	15100	80.00	USD	1.00000000		5012850	010	799001	92100	

OK



Expense Line Items – Updating Distribution Detail (continued)

- Click the **Return to Expense Report** link.

Favorites | Main Menu > Worklist > Worklist

Approve Expense Report

Expense Detail for Lodging (Line 3)

JOHN DOE Report ID: 0000031984

About This Expense

Expense Date: 02/27/2014
Payment Type: Check ☐ No Receipt
Billing Type: Billable ☐ Non-Reimbursable
Number of Nights: 1
Location: Virginia Beach
Description: Omni
Amount Spent: 80.00 USD
Exchange Rate: 1.00000000 ☒ Default Rate
Reimbursement Amt: 80.00 USD

Accounting Detail

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	FIPS
80.00	15100	80.00	USD	1.00000000		5012850	01000	799001	91100	

[Update Accounting Detail](#)

[Previous Expense](#) [Next Expense](#)

[Return to Expense Report](#)



Expense Line Items – Updating Distribution Detail (continued)

- When a change is made to the accounting distribution on an expense report, the expense report will need to be re-budget checked before approval. Click the **Budget Options** link.

Expense Line Items							
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Personal Mileage Cost Justified	03/04/2014				67.20	USD	<input type="checkbox"/>
Lodging Fees and Taxes	02/04/2014				22.16	USD	<input type="checkbox"/>
Lodging	03/04/2014				80.00	USD	<input type="checkbox"/>

Expense Report Totals			
Employee Expenses:	169.36	USD	Due Employee: 169.36 USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	Definition of Totals
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	

Pending Actions			
Profile	Name	Action	Date/Time
Expense Coordinator	DOE, JOHN		

Action History			
Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	03/12/2014 8:04:11AM
Expense Reviewer	DOE, JOHN	Reviewed	03/12/2014 8:04:57AM

Comments	
<div></div>	

Budget Status: Not Budget Checked
Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

[Budget Options](#)

Approve

Send Back

Hold

Deny

Save Changes



Expense Line Items – Updating Distribution Detail (continued)

- Click the **Budget Check** button to run budget checking.
- After budget check has run the **Budget Checking Header Status** changes:
 - Valid – indicates the expense report passed budget check
 - Error – indicates the expense report did not pass budget checking.
- Click the **OK** button to return to the expense report.

Favorites | Main Menu > Worklist > Worklist

Commitment Control

Commitment Control Details

Source Transaction Type:	Expense Sheet
Budget Checking Header Status:	Not Budget Checked
Commitment Control Amount Type:	Encumbrance

☐ Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

Favorites | Main Menu > Worklist > Worklist

Commitment Control

Commitment Control Details

Source Transaction Type:	Expense Sheet
Budget Checking Header Status:	Valid
Commitment Control Amount Type:	Encumbrance
Commitment Control Tran ID:	0001047964
Commitment Control Tran Date:	03/12/2014

☐ Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions [Go To Activity Log](#)

OK Cancel



Expense Line Items – Updating Distribution Detail (continued)

The Budget Status field displays **Valid** and indicates that **Budget Checking completed. Report is ready for Approval/Posting.**

Click the **Approve** button to approve the report.

▼ Pending Actions			
Profile	Name	Action	Date/Time
Expense Coordinator	DOE, JOHN		

▼ Action History			
Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	03/12/2014 8:04:11AM
Expense Reviewer	DOE, JOHN	Reviewed	03/12/2014 8:04:57AM

▼ Comments

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**

[Budget Options](#)

Approve

Send Back


Hold

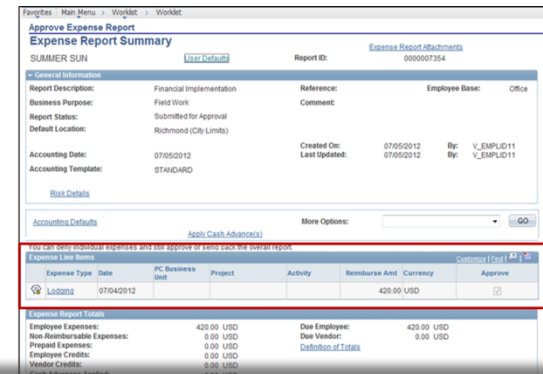
Deny


Save Changes




Expense Line Items - Exceptions

- If you see an **Exceptions** icon  in front of an **Expense Type** it indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.).
- To see the reason for the exception, click the **Exceptions** icon.



Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
 Lodging	07/04/2012				420.00	USD	<input checked="" type="checkbox"/>

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
 Lodging	07/04/2012				420.00	USD	<input checked="" type="checkbox"/>

Click the image to enlarge



View Exception Comments and Risks Page

The **View Exception Comments and Risks** page opens and displays the reason for the **Exception**. In this example, the amount of the lodging is over the allowable limit. You are also able to view associated comments related to the exception in the **Comment** field.

Click the **Return to Expense Report** link to return to the **Approve Expense Report** page.

Favorites Main Menu > Worklist > Worklist

[Approve Expense Report](#)

View Exception Comments and Risks

SUMMER SUN Report ID: 0000007354

General Information

Report Description: Financial Implementation
Business Purpose: Field Work
Reference:

Exception Information

Line	Exception	Comment
1 Lodging	Amount Exceeded	Special week in Charlottesville all rooms available are over

[Return To Expense Report](#)



Expense Report Summary Page - Totals Section

The next section of the **Approve Expense Report** page includes:

- **Expense Report Totals** lists the total expenditures for the expense report by category (e.g.; employee expense, non-reimbursable expense, cash advances applied, etc.)
- Use the **Definition of Totals** link to access an explanation of each category under the Expense Report Totals section.

Expense Report Summary

SUMMER SUN [View Details](#) Report ID: [Expense Report Attachments](#) 0000007354

Expense Report Details

Report Description: Financial Implementation Reference: Employee Base: Office
Business Purpose: Field Work Comment:
Report Status: Submitted for Approval
Default Location: Richmond (City Limits)
Created On: 07/05/2012 By: V_EMPLID11
Accounting Date: 07/05/2012 Last Updated: 07/05/2012 By: V_EMPLID11
Accounting Template: STANDARD

[Back Details](#)

Accounting Details [Apply Cash Advances](#) More Options: [GO](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Customize](#) [First](#) [Last](#)

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging	07/04/2012				420.00 USD		[X]

Expense Report Totals

Employee Expenses:	420.00 USD	Due Employee:	420.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Expense Report Totals

Employee Expenses:	420.00 USD	Due Employee:	420.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click the image to enlarge



Expense Report – Pending Actions

The bottom section of the **Approve Expense Report** page includes:

- **Pending Actions** – displays the approvals that are still pending
- **Action History** – displays the actions that have been taken on the expense to date
- **Comments** – contains Approver comments
- **Budget Status** – displays budget check status
- **Action Buttons** – actions available to you as an approver
- **Budget Options** link – allows the approver to budget check the expense report.

Expense Report Summary

Report ID: 000007328

Report Description: Financial Implementation

Business Purpose: Field Work

Report Status: Submitted for approval

Default Location: Richmond (On Line)

Accounting Date: 06/1/2012

Accounting Template: STANDARD

Created On: 06/1/2012

Last Updated: 06/1/2012

By: V_EMPLOYEES

For: V_EMPLOYEES

Pending Actions

Profile	Name	Action	Date/Time
Expense Reviewer	Reviewer, Ramona		
Supervisor	Supervisor, Sissy		
Fiscal Officer	Officer, Ollie		
Agency Head	Agency, Agnes		
Expense Coordinator	Coordinator, Carl		

Action History

Profile	Name	Action	Date/Time
	SUN.SUMMER	Submitted	07/05/2012 9:47:09AM

Comments

Budget Status: Valid

Budget Checking completed. Report is ready for Approval/Posting.

Reviewed Send Back Hold Deny Save Changes

Click the image to enlarge



Expense Report Approval Options

Once you have reviewed the Expense Report, you have five options:

- Click the **Approve** button to approve the expense transaction. If more than one approver is required, the status changes to **Approval in Process** until the last authorized approver approves the employee expense for payment. After the last approval, the status changes to **Approved for Payment** and the employee expense is ready for payment processing. At the Reviewer level, the **Approve** button is the **Reviewed** button.

If you are approving an expense report and it requires a change to the charge distribution, Cardinal allows you (the approver) to modify it without sending it back. Once you update the charge distribution, you can proceed with your approval.

- Click the **Send Back** button to send the expense transaction back to the originator for correction or revision. This action changes the status to **Pending**. If you send back an expense report, you must provide an explanation in the **Comments** field. Cardinal sends an e-mail and worklist notification to the originator (proxy) indicating the expense was sent back.
- Click the **Hold** button to place an expense transaction on hold. This changes the status to **Hold by Approver**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item.



Expense Report Approval Options (continued)

- Click the **Deny** button to deny the expense transaction. This changes the status to **Denied**. Cardinal sends an email to the originator (proxy) indicating that the expense was denied. If you deny a transaction, provide an explanation in the **Comments** field. The originator cannot correct and re-submit the expense if denied.
- Do not click the **Save Changes** button. If you make modifications to the expense transactions, budget check and then approve.



Expense Report Approvals via Direct Navigation

You can also approve an expense report by directly navigating to the **Approve Transactions** page using the following path:

Main Menu > Travel and Expenses > Approve Transactions

This opens the **Approve Transactions Overview** page. This page provides a list of all the pending transactions that require approval. Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization** or **Cash Advance** expense type.

Click the **Description** or **Transaction ID** link for the item you want to approve.

Once the expense report is open, the steps to approve, are the same as selecting from the worklist.

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>		Cash Advance	135.50	USD	SUN,SUMMER	EMPLID11	DQA Conference	0000000026	06/29/2012	Submitted fr
<input type="checkbox"/>		Cash Advance	20.00	USD	SUN,SUMMER	EMPLID11	Trip for Meeting	0000000027	06/29/2012	Submitted fr
<input type="checkbox"/>		Cash Advance	630.50	USD	SUN,SUMMER	EMPLID11	San Francisco	0000000038	07/10/2012	Submitted fr
<input type="checkbox"/>		Cash Advance	1000.50	USD	SUN,SUMMER	EMPLID11	New York	0000000039	07/10/2012	Submitted fr
<input type="checkbox"/>		Expense Report	448.00	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007339	06/21/2012	Submitted fr
<input type="checkbox"/>		Expense Report	448.00	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007340	06/21/2012	Submitted fr
<input type="checkbox"/>		Expense Report	968.98	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007341	06/28/2012	Submitted fr
<input type="checkbox"/>		Expense Report	886.99	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007342	06/22/2012	Submitted fr

Click the image to enlarge



Reassigning Expense Approvals

Employee expense items can be reassigned to another approver on the **Reassign Approval Work** page by a user with the appropriate security role in Cardinal.

See the **Reassign Employee Expense Approvals** job aid on the [Cardinal website](#) under **Toolbox > Job Aids** for more details.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work



Simulation: Approving an Expense Report

You are about to view a simulation on approving, denying, or sending back an employee expense in Cardinal. Click the Cardinal logo below to start the simulation.





Lesson Checkpoint

Now is your opportunity to check your understanding of the material. Read the question, select your answer and click **Submit** to see if you chose the correct answer.



You can access the **Approve Transactions** page using your worklist link or by direct navigation.

- ☐ True
- ☐ False

Interfaced expense reports only require online approval(s) at the agency level in Cardinal if the expense report is modified or corrected online in Cardinal.

- ☐ True
- ☐ False

At the bottom of the Approve Expense Report page, you can view the approvals that are still pending by viewing which section?

- ☐ Action History
- ☐ Pending Actions
- ☐ Budget Status



Course Summary

In this course, you learned how to:

- Approve expense items
- Deny expense items
- Send Back expense items
- Hold expense items
- Reassign expense approval items



Course Evaluation

Congratulations! You have completed the **AP317: Approving Employee Expenses** course. Please use the evaluation link to assess this course.

[Click here to access the survey link](#)

Once you have completed and submitted the survey, close the window. To close the web based training course, click the Exit Course button.





Appendix

- Screenshots



Expenses Worklist

Worklist for V_EMPLID7: APPROVER, ALICE

Detail View Work List Filters: Approval Routing Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Summer Sun	06/21/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82894, 15100, 1901-01-01, N, 0, SHEET ID:0000007339 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/21/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82904, 15100, 1901-01-01, N, 0, SHEET ID:0000007340 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/22/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82914, 15100, 1901-01-01, N, 0, SHEET ID:0000007342 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/22/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82924, 15100, 1901-01-01, N, 0, SHEET ID:0000007343 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82944, 15100, 1901-01-01, N, 0, SHEET ID:0000007345 RDC:RA0.A	Mark-Worked	Reassign
Mickey Mouse	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82954, 15100, 1901-01-01, N, 0, SHEET ID:0000007346 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/28/2012	Approval Routing	Approval Workflow	2-Medium	ERApproval, 82964, 15100, 1901-01-01, N, 0, SHEET ID:0000007341 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/29/2012	Approval Routing	Approval Workflow	2-Medium	CAApproval, 301, 15100, 1901-01-01, N, 0, ADVANCE ID:0000000026 RDC:RA0.A	Mark-Worked	Reassign
Summer Sun	06/29/2012	Approval Routing	Approval Workflow	2-Medium	TAApproval, 7983, 15100, 1901-01-01, N, 0, TRAVEL AUTH ID:0000000776 RDC:RA0.A	Mark-Worked	Reassign

Click the image to return



Expense Report Summary Page

Favorites | Main Menu > Worklist > Worklist

Approve Expense Report

Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: 0000007339 [Expense Report Attachments](#)

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Field Work	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	06/21/2012	Created On:	06/21/2012	By: V_EMPLID11
Accounting Template:	STANDARD	Last Updated:	06/21/2012	By: V_EMPLID11

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging	06/14/2012				448.00	USD	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses:	448.00	USD	Due Employee:	448.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	Definition of Totals		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Pending Actions

Profile	Name	Action	Date/Time
Expense Reviewer	CLAYBORNE,KEVITA		
Supervisor	HAMM,RENAI		
Fiscal Officer	PAGE,DOUGLAS		
Expense Coordinator	SPROUSE,ERIN		

Action History

Profile	Name	Action	Date/Time
	SUN,SUMMER	Submitted	06/21/2012 2:57:03PM

Comments

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**
[Budget Options](#)

Click the image to return



Expense Report Summary Page – Top Section

Favorites | Main Menu > Worklist > Worklist

Approve Expense Report
Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: [Expense Report Attachments](#) 000007339

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Field Work	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	06/21/2012	Created On:	06/21/2012	By: V_EMPLID11
Accounting Template:	STANDARD	Last Updated:	06/21/2012	By: V_EMPLID11

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

Favorites | Main Menu > Worklist > Worklist

Approve Expense Report
Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: [Expense Report Attachments](#) 000007428

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Meeting	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	08/20/2012	Created On:	08/20/2012	By: V_EMPLID7
Accounting Template:	STANDARD	Last Updated:	08/20/2012	By: V_EMPLID7

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Registration Fee	08/06/2012				20.00	USD	<input checked="" type="checkbox"/>

Click the image to return



Expense Report Summary Page – Top Section (continued)

Favorites Main Menu > Worklist > Worklist

[Approve Expense Report](#)
Expense Report Summary

[Expense Report Attachments](#)

MICKY MOUSE [User Defaults](#) Report ID: 0000007353

▼ General Information

Report Description:	Oracle Training	Reference:	Employee Base:	Home
Business Purpose:	Training	Comment:		
Report Status:	Approvals in Process			
Default Location:				

Accounting Date:	07/05/2012	Created On:	07/05/2012	By:	V_EMPLID14
Accounting Template:	STANDARD	Last Updated:	07/11/2012	By:	V_EMPLID7
		Travel Auth ID:	0000000800		

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Click the image to return



Expense Line Items – Exceptions

Favorites Main Menu > Worklist > Worklist

Approve Expense Report

Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: 0000007354 [Expense Report Attachments](#)

General Information


Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Field Work	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	07/05/2012	Created On:	07/05/2012	By: V_EMPLID11
Accounting Template:	STANDARD	Last Updated:	07/05/2012	By: V_EMPLID11

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
 Lodging	07/04/2012				420.00	USD	<input checked="" type="checkbox"/>




Expense Report Totals

Employee Expenses:	420.00 USD	Due Employee:	420.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)



You can deny individual expenses and still approve or send back the overall report.

Expense Line Items								Customize Find  
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve	
 Lodging	07/04/2012				420.00	USD	<input checked="" type="checkbox"/>	

Click the image to return



Expense Report Summary Page – Totals Section

Favorites Main Menu > Worklist > Worklist

Approve Expense Report
Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID: 0000007354 [Expense Report Attachments](#)

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Field Work	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	07/05/2012	Created On:	07/05/2012	By: V_EMPLID11
Accounting Template:	STANDARD	Last Updated:	07/05/2012	By: V_EMPLID11

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Customize](#) | [Find](#) |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging	07/04/2012				420.00	USD	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses:	420.00 USD	Due Employee:	420.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Expense Report Totals			
Employee Expenses:	420.00 USD	Due Employee:	420.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click the image to return



Expense Report – Pending Actions

Approve Expense Report
Expense Report Summary

SUMMER SUN User Defaults Report ID: Expense Report Attachments
000007338

Report Description: Financial Implementation Reference: Employee Base: Office
Business Purpose: Field Work Comment:
Report Status: Submitted for Approval
Default Location: Richmond (City Limits)
Accounting Date: 06/21/2012 Created On: 06/21/2012 By: V_EMP1011
Accounting Template: STANDARD Last Updated: 06/21/2012 By: V_EMP1011

[Risk Details](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options:

You can deny individual expenses and still approve or send back the overall report

Expense Line Items

Expense Type	Date	PC Business	Project	Activity	Reimburs Amt	Currency	Approve
Leases	06/14/2012				448.00 USD		

Expense Report Totals

Employee Expenses:
Non-Reimbursable Expenses:
Prepaid Expenses:
Employee Credits:
Vendor Credits:
Cash Advances Applied:

[Pending Actions](#)

Profile	Name	Action	Date/Time
Expense Reviewer	Reviewer, Ramona		
Supervisor	Supervisor, Sissy		
Fiscal Officer	Officer, Ollie		
Agency Head	Agency, Agnes		
Expense Coordinator	Coordinator, Carl		

[Action History](#)

Profile	Name	Action	Date/Time
	SUN,SUMMER	Submitted	07/05/2012 9:47:09AM

[Comments](#)

Budget Status: Valid [Budget Options](#) Budget Checking completed. Report is ready for Approval/Posting.

Click the image to return



Approve Transactions Page

Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Overview Expense Reports Travel Authorizations Cash Advances Errors

Search Pending Transactions

Change Sort Order

☒ Select All ☐ Clear All Refresh List

Select	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>		Cash Advance	135.50	USD	SUN,SUMMER	EMPLID11	DOA Conference	0000000026	06/29/2012	Submitted for
<input type="checkbox"/>		Cash Advance	20.00	USD	SUN,SUMMER	EMPLID11	Trip for Meeting	0000000027	06/29/2012	Submitted for
<input type="checkbox"/>		Cash Advance	630.50	USD	SUN,SUMMER	EMPLID11	San Francisco	0000000038	07/10/2012	Submitted for
<input type="checkbox"/>		Cash Advance	1000.50	USD	SUN,SUMMER	EMPLID11	New York	0000000039	07/10/2012	Submitted for
<input type="checkbox"/>		Expense Report	448.00	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007339	06/21/2012	Submitted for
<input type="checkbox"/>		Expense Report	448.00	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007340	06/21/2012	Submitted for
<input type="checkbox"/>		Expense Report	968.98	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007341	06/28/2012	Submitted for
<input type="checkbox"/>		Expense Report	886.99	USD	SUN,SUMMER	EMPLID11	Financial Implementation	0000007342	06/22/2012	Submitted for

Click the image to return